

## LESSON 9: Privileging Authority Approval of the 1<sup>st</sup> E-Application

**Background:** After all assigned Reviewers and Committee Members have completed their review and rendered their recommendations for approval of the e-application, the Privileging Authority will review and render final approval of the requested privileges.

**Objective:** To practice receiving, reviewing, and approving the requested privileges on the 1<sup>st</sup> e-application for a fictitious Provider, as the Privileging Authority.

### **Exercise:**

*Step 1:* Log on to CCQAS as the Privileging Authority (selected in Lesson 6).

*Step 2:* Double-click on the “Task = *Application Ready for Review*.” The application will open, displaying the “Privileges” tab.

*Step 3:* Review each tab in the application. Information entered on all tabs should be view- or read-only, with the exception of the “Privileges” tab which enables the Privileging Authority to endorse each requested privilege item individually.

*Step 4:* Click on the “Comments” tab. Each application-level comment entered by the Provider, the CC/MSSP/CM [PSV Role], and all Reviewers should be reflected on the “Comments” tab. To view a summary of the recommendations rendered to date, select “Recommendation Count” from the hidden menu of actions for any comment line. To close the “Recommendation Count” screen, click <Close>.

*Step 5:* Click on the “Privileges” tab. Endorse each requested privilege item by selecting a value from the pick list under the column header “Privileging Authority.” For the purposes of this lesson, please endorse each privilege item as requested by the Provider.

**Note:** No endorsement is required by the Privileging Authority if the privilege item is “Not Supported” by the facility or unit or “Not Requested” by the provider.

*Step 6:* After all endorsements have been entered, click <Approve>. The “Privileging Authority Decision” screen will be returned.

*Step 7:* On the “Privileging Authority Decision” screen, enter text in the **Comments** box and click <Submit>. A warning message to verify completion of the task will be returned. Click <OK>. The work list will refresh and no open tasks will be displayed.

*Step 8:* Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

### **END OF LESSON**

*This page intentionally left blank.*